



## **VILLAGE OF THORNVILLE**

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### **JOB DESCRIPTION: CHIEF OF POLICE**

The Chief of Police shall be the chief executive officer of the Police Department. Plan, direct, supervise and coordinate the law enforcement activities of the Village. Administrative direction is provided by the Village Mayor.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs and/or oversees departmental planning; establishes methods for accomplishing departmental objectives; ensures that departmental goals and objectives are consistent and compatible with goals and objectives set by legal requirements and the Village Council.
- Organizes the department to meet established goals and objectives.
- Maintains clear chain of command and clear channels of communication within the department and with other law enforcement and emergency agencies.
- Develops the annual department budget in conjunction with the Mayor and the Village Fiscal Officer, makes budget presentations, administers the department's budget, and manages expenditures.
- Interacts with the community on behalf of the department and the Village, represents the department and the Village to various agencies and committees, responds to public inquiries, and resolves complaints.
- Attends meetings and other required after-hours activities, as requested, submits monthly reports to Village Council regarding the department's activities, and prepares other reports as appropriate.
- Effectively supervises, evaluates, disciplines, and addresses grievances of subordinate employees.
- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained.
- Attend Court when required and cooperate with the prosecution of criminal / traffic cases
- Assist in defense of civil cases.
- Demonstrate a high level of self-initiated activity in enforcing speed limits and addressing traffic violations within the Village.
- Uses knowledge and skillset to thoroughly investigate all misdemeanor and felony criminal activities within the Village to the fullest extent possible.

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### **MINIMUM QUALIFICATIONS - LICENSES, CERTIFICATIONS AND REGISTRATIONS:-**

Must be a United States citizen.

Must possess a valid Ohio Driver's License without a suspension or revocation of any state within the past five (5) years.

Must be at least twenty-one (21) years of age.

Must possess a high school diploma or GED.

Must have a current Ohio Peace Officer Certification through the Ohio Peace Officer's Training Council (OPOTC) or basic law enforcement training academy certification.

Must be in good physical and mental health. No Color blindness. Must have hearing acuity of 20/20 each ear.

Must meet all current on OPOTA CPT's requirements.

Must possess good moral character.

Must be able to pass a background check.

Must have no criminal conviction, or not placed on diversion by any State, Federal government for a crime which a felony or its equivalent under the Uniform Code of Military Justice.

Must possess a current certification in CPR, AED and First Aid.

Must pass a drug screening.

Must take and pass, not more than sixty days prior the appointment, a physical examination given by a licensed physician, a physician assistant, a clinical nurse specialist, a certified nurse practitioner, or a certified nurse-midwife, showing that you meet the physical requirements necessary to perform the duties of police chief

### **PREFERRED SKILLS AND QUALIFICATIONS:**

Minimum of 5 years full time law enforcement experience with at least 2 years in a supervisory role Sergeant and above.

Be knowledgeable of modern law enforcement principal, practices, procedures, equipment, investigative methods, current laws and court opinions.

Ability to communicate effectively, verbally and in written form and prepare meaningful, concise and accurate reports.

Possess practical experience working with government budgets, grants, purchasing procedures, and scheduling.

Ability to train and supervise subordinate personnel.

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Ability to exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations and policies.

Be knowledgeable about school safety drills and statutory requirements to work collaboratively with the administration, staff, and students at local elementary.

### **RESIDENCY:**

Appointees who reside more than thirty-five (35) miles from the Police Department are required to establish and maintain their residency inside thirty-five (35) miles of the Police Department within six (6) months after appointment.

### **WORKING CONDITIONS:**

Work period and workdays are subject to change, dependent upon Village operational requirements. This appointment and council's consent shall be for a probationary period and shall not be finally made until the candidate has satisfactorily served his/her probationary period and the Mayor, with the concurrence of Council, have finally appointed the individual. Because a final appointment is necessary to end the probationary period, and unless/until that occurs, the position is at-will. Will be required to work a flexible schedule of days, nights and weekend shifts including attendance at Village meetings, providing coverage during special events and situations where targeted enforcement is needed. Occasional emergency call-ins will be required.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and see. The employee is occasionally required to stand, walk or run; handle objects, tools or controls; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn or crawl; push or pull objects and people; drive at high speeds.

The noise level in the work environment is usually moderate with police radio noise always present. Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises.

### **APPLICATION PROCESS:**

Round 1: Submit your resume and a brief cover letter outlining your relevant experience and certifications to: Village Administrator: Melissa Brofford via email to [administrator@thornville.gov](mailto:administrator@thornville.gov)

Round 2: Applicants selected will be asked to complete personal history background application.

**The Village of Thornville is an Equal Employment Opportunity Employer.**